



Program Associate Job Description

The Foundation

The Four Friends Foundation is a charitable family foundation that seeks to energize young people and communities through creativity, storytelling, and artistic expression. We envision a future where all young people have access to high-quality arts programming and trajectory-changing opportunities that help them develop skills, potential, and a sense of self.

The Foundation supports small to medium-sized creative youth development organizations serving under-resourced communities. In addition to providing general operating funding, we offer communications capacity building support. We see storytelling not simply as a communications tool but as a vehicle for organizational growth, stronger fundraising, and greater impact.

Four Friends Foundation gives nationally, with a special focus on New York City. Total payout is approximately \$4M each year.

The Opportunity

The Foundation is seeking a Program Associate to support the expansion of its grantmaking strategies and to help strengthen the organizational structures that will shape its future growth and effectiveness.

We are a small, entrepreneurial team that values curiosity, collaboration, responsiveness, and initiative. The Program Associate will report to the Executive Director and work alongside a full-time Senior Program Officer and part-time Strategic Advisor. This role is ideal for someone who is highly organized, relationship-oriented, and motivated by the opportunity to contribute across multiple aspects of a mission-driven organization.

This is a full-time position. While most work is performed remotely, candidates must reside within commuting distance of New York City and be available to work in person in Manhattan up to four days per month to meet with the team and key partners.

Salary Range: \$55,000–\$75,000, depending on experience

About the Role

The Program Associate will serve as a key liaison between the Foundation and its community of grantee partners, applicants, vendors, and philanthropic peers.

This individual will ensure that the Foundation's grantmaking processes are thoughtful, responsive, and effective and that its day-to-day operations run efficiently to maximize program impact. Success in this role requires strong communication skills, attention to detail, sound judgment, and the ability to develop and maintain productive partner relationships.

The ideal candidate is proactive, comfortable managing multiple priorities, and energized by working in a collaborative small-team environment.

Key Responsibilities

Grantee & Partner Relations

- Serve as a key point of contact for grant partners, vendors, and applicants
- Help cultivate a welcoming, responsive, and relationship-centered experience for current and prospective partners
- Respond to inquiries and provide guidance on application processes
- Help plan and participate in occasional site visits

Grants Administration & Program Support

- Support all phases of the grantmaking cycle, including application intake, due diligence, review preparation, award processing, and reporting
- Maintain accurate records across all systems
- Prepare agendas, briefing materials, meeting notes, and follow-up communications

- Track timelines and deliverables to ensure smooth execution of grantmaking activities
- Conduct research on prospective grantees, partners, and vendors

Convenings & Events

- Coordinate logistics and communications for grantee gatherings, workshops, and other foundation events
- Support planning and execution of both virtual and in-person convenings
- Participate in occasional travel for conferences, site visits, and partner events (up to six times annually)

CRM, Tech & Data Management

- Maintain and update the foundation's databases and CRM systems
- Generate reports to support internal decision-making
- Ensure data integrity and consistency across systems
- Identify opportunities to improve workflows
- Support maintenance of the foundation website and digital storytelling assets, including video content libraries

Administrative & Team Support

- Provide general operational and administrative support to the foundation team
- Assist with scheduling, follow-ups, document preparation, and internal coordination
- Support administration of Four Friends Foundation's Summer Scholars Program
- Assist with social media communications, including LinkedIn content and posting

Qualifications

Required Experience & Skills

- Bachelor's degree or equivalent professional experience
- 2–5 years of experience in nonprofit administration, philanthropy, grants management, communications, or a related field

- Strong project management skills with the ability to manage multiple priorities and deadlines
- Excellent written and verbal communication skills
- Strong attention to detail and commitment to high-quality work
- Comfort learning and using new technologies and digital tools
- Ability to manage confidential information with professionalism and discretion
- Ability to work effectively in a remote environment
- Willingness to travel up to six times per year
- Residence within commuting distance of New York City; ability to be in the city a few times a month as needed

Preferred Qualifications

- Experience supporting grantmaking or philanthropic initiatives
- Experience with communications, storytelling, social media, or content management
- Experience working with CRM, grants management, or database systems
- Familiarity with creative youth development, arts education, or related fields

What We're Looking For

The strongest candidates will demonstrate:

- Integrity, professionalism, and a positive, collaborative spirit
- Strong organizational skills and exceptional follow-through
- A proactive, solutions-oriented approach to work
- Curiosity, initiative, and a willingness to learn
- Excellent interpersonal skills and a service-oriented mindset
- Enthusiasm for the arts, youth development, storytelling, and community impact
- Comfort balancing strategic thinking with hands-on execution
- Humility and flexibility in supporting both high-level initiatives and day-to-day operational tasks
- Creativity, good judgment, and a desire to contribute ideas

Compensation

The Program Associate is a full-time, salaried employee. Compensation is expected to range from **\$55,000–\$75,000**, commensurate with experience, and includes a competitive benefits package.

Equal Opportunity Employer

Four Friends Foundation is an equal opportunity employer and is committed to creating an inclusive workplace. We welcome applicants of all backgrounds and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by applicable law.

How to Apply

Please complete the application form at: <https://wkf.ms/4e0LkB>

Application Form Password is: **fourfriends**

Applications will be reviewed on a rolling basis. Candidates selected for interviews will hear from us in September. Only candidates moving forward in the hiring process will be contacted.

Thank you for your interest!